

2016 Kentucky Financial Services Advocate of the Year

Who is eligible to be nominated?

This award will be presented to an individual who assists small businesses through advocacy and other efforts to increase the usefulness and availability of financial literacy or financial services for small businesses, as well as those who assist entrepreneurs in obtaining small business financing. For example, nominees may demonstrate creativity by using, promoting, or combining various loan programs and services, including those available through the SBA, to assist small businesses in starting their businesses or in obtaining financing for business expansion. This person may actively advocate for changes in the financial services industry by supporting legislative and regulatory actions to assist and help the small business community. Nominees may or may not be small business owners.

Nominees must also be residents of and employed in Kentucky and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws.

What are the evaluation/selection criteria for the Kentucky Financial Services Advocate of the Year?

In evaluating the nomination packages, the judges will look at the following criteria:

1. Encourage the flow of investment capital to small firms.
2. Demonstrated accomplishments over the last three years to supporting the growth and expansion of small businesses through financial services activities (as measured by job creation or retention, service to underserved markets, number of loans to small businesses, number of businesses started or expanded, number of clients served, access to business opportunities, etc.).
3. Longevity of sustained commitment to small businesses and entrepreneurship.
4. Measurable accomplishments in the quality and growth in the number of small business clients assisted through financial or technical assistance provided.
5. For participating SBA Lenders, nominees must have satisfactory OCRM Risk Ratings.
6. For SBA-approved Small Business Investment Companies, nominees must have a positive working relationship with SBA.
7. Success story examples (not to exceed three stories). Include success stories with the application.
Note: Success stories should be no longer than two 8 ½" x 11 pages each, one side and double spaced.
8. Other achievements that exemplify the nominee's efforts to improve the health and vitality of Kentucky's small businesses.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in Kentucky, including, but not limited to, trade and professional associations and business organizations, may submit

nominations. Individuals may not be nominated for more than one 2016 Small Business Week award category.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8½" x 11" white stationery, collated and secured in a 1½" binder. Incomplete nomination packages will not be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will also include, in the following order:

1. A 2016 Kentucky Local Small Business Week Nomination Form. **Note:** Financial information is not required on this form for Kentucky Advocacy Awards.
2. A completed background form ([SBA Form 3300](#), Award Nomination Form), which is available through the SBA online nominations portal, <http://awards.sba.gov>, and SBA district offices. For "team" nominations, a background form is required for each team member, up to four key members of the management team.
3. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages. The nominator's name, title, place of business, business address, telephone number and e-mail address must be included. The nominator is encouraged to copy and paste the evaluation/selection criteria and provide supporting information directly under each topic.
4. Additional supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
5. An original 8" x 10" or 5" x 7" photo of the nominee; or a digital photo – at least 300 dpi; photocopies are not acceptable. For "team" nominations, a photo is required for each team member.
6. Four to five additional photos of the nominee's company and, if applicable, employees at work.

What is the deadline for nominations?

All nominations must be postmarked/hand delivered to the SBA Kentucky District Office address listed below **no later than 3:00 p.m. ET, January 11, 2016**. Please contact Michael Ashcraft by email at michael.ashcraft@sba.gov or call (502) 582-5971, extension 225, regarding questions about the Kentucky District Office awards.

SBA Kentucky District Office
Attn: Small Business Week Awards Committee
600 Dr. M.L. King, Jr. Place, Room 188
Louisville, KY 40202